

<b>Title</b>	<b>Housing Specialist</b>
<b>Location</b>	Des Moines and Cedar Rapids
<b>Department</b>	601-Rebuild Iowa Office
<b>Salary Minimum</b>	\$ 44,366
<b>Salary Maximum</b>	\$ 67,516
<b>Job Description</b>	<p>This individual will serve under the authority and supervision of the Rebuild Iowa Office (RIO) Executive Director and Chief of Staff. Individual will be responsible for creating, coordinating and directing overall housing recovery policy and strategy. This would include developing systems for monitoring and measuring progress; establishing coordination with federal, state and local entities involved in housing; suggesting and implementing changes to programs and policy to improve the efficiency and efficacy of housing recovery; and providing updates and recommendations on the overall housing recovery status and strategy.</p>

This position would also require significant travel as this person would also assist communities in housing recovery planning. This would include establishing regular meetings with community leaders and those working in community housing recovery; assisting in developing and implementing strategies and measures of progress; providing information on housing programs and facilitating connections between the state and local entities; providing expertise and advice to communities on housing issues; and connecting community plans to the overall housing recovery planning.

This person would also work closely with individuals in various state agencies charged with housing programs and would provide information to other RIO staff and interested parties on the statewide housing recovery situation. This person would also participate with other RIO staff in overall recovery planning and reporting.

Knowledge of affordable housing programs and policies is a must. Ability to communicate effectively and efficiently in writing and verbally also required. Experience with state and local government operations and the legislative process strongly desired. Frequent travel, often overnight, will be required.

<b>Minimum Qualifications</b>	Graduation from an accredited four year college or university and five years of full time professional level experience in housing programs including affordable housing, housing construction and other related fields. A related
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Master's degree can substitute for two years of professional experience. Must also have the ability to type correspondence, proofread documents, and communicate verbally and in writing; ability to use PC, cellular phone, ten key calculators; and mathematical and accounting knowledge and experience base. Valid drivers' license required.

**Post Close Date**     July 2, 2009

**To Apply:**            **Submit a resume and cover letter to the Rebuild Iowa Office in order to be considered for this position.** Send to:

Rebuild Iowa Office  
Emily Hajek, Chief of Staff  
Wallace Bldg 2<sup>nd</sup> floor  
502 E 9<sup>th</sup> Street  
Des Moines, IA 50319  
[emily.hajek@rio.iowa.gov](mailto:emily.hajek@rio.iowa.gov)